

# ENVIRONMENTAL HEALTH AND SAFETY

## RESEARCH SAFETY

# IBC PROTOCOLS



## A Quick Guide to the IBC Application Process

The Purdue University Institutional Biosafety Committee (IBC) reviews research protocols involving recombinant DNA (rDNA), synthetic nucleic acids and work with animals or plants.

### Getting Started with Your Protocol

#### 1. Complete Required Training

All personnel working with recombinant or synthetic nucleic acids and/or biohazardous agents must complete **CITI Training** and other lab safety courses provided by **Environmental Health and Safety (EHS)** before submitting a protocol.

#### 2. Submit Through the PERA System

Applications are submitted in the **Purdue Excellence in Research Administration (PERA) system**. The appropriate biosafety level and NIH categories will be assigned during the process. When possible, submit one comprehensive application covering all activities in your research space.

#### 3. Schedule a Lab Inspection

A biosafety officer or designee will conduct a walkthrough of your lab to verify compliance with safety requirements. Any corrective actions identified must be addressed before **IBC approval** is granted. Inspections are conducted every three years.



Administrative Operations

#### 4. Review and Communication

Depending on the biosafety level and lab activities, your application will be reviewed by the IBC Chair or the full committee. Any questions or required clarifications will be communicated through the **PERA system**.

#### 5. IBC Approval

Once approved, maintain all protocol documentation in a central location within your laboratory. Ensure that all signage, emergency materials and procedures described in the protocol are clearly posted. IBC approvals are valid for three years.

#### 6. Protocol Changes

Principal investigators must report any substantial changes to their biosafety protocol through PERA. Examples include changes to personnel, research space or the introduction of a new biohazardous agent requiring risk assessment. When in doubt, contact a biosafety officer for guidance.

